

MINUTES OF MEETING

RHODE ISLAND AIRPORT CORPORATION

BOARD OF DIRECTORS

TUESDAY, DECEMBER 6, 2016 AT 4:00 PM

IN THE MARY BRENNAN BOARD ROOM

T. F. GREEN AIRPORT

2000 POST ROAD, WARWICK, RHODE ISLAND

The meeting of the Rhode Island Airport Corporation (Corporation) Board of Directors was called to order by Chair, Jon Savage at 4:00 p.m., in the Mary Brennan Board Room at 2000 Post Road, Warwick, Rhode Island, in accordance with the notice duly posted pursuant to the Open Meetings Law.

BOARD MEMBERS PRESENT: Jon Savage; Russell Hahn; Heather Tow-Yick; Michael Traficante and Chris Little.

BOARD MEMBERS ABSENT: Deborah Thomas and Gregory Pizzuti.

ALSO PRESENT: Iftikhar Ahmad, President and CEO, and those members listed on the attendance sheet attached hereto.

1. Approval of the Minutes:

A motion was made by Mr. Traficante to approve the minutes of the Board of Director's Meeting of October 19, 2016. The motion was

seconded by Mr. Little.

The motion was passed unanimously.

2. Open Forum:

Mr. Savage asked if anyone present wanted to speak in Open Forum. No one came forward.

3. Report from the Interim President and CEO:

Mr. Ahmad presented the President and CEO Report and reported on the following:

- Mr. Ahmad stated he has been here for seven weeks and relationship building has been one of his primary focuses. Mr. Ahmad stated he has met with all employees of RIAC and it is clear, we have the finest team in aviation business who asked great questions about airport issues. The meetings created an ongoing rapport necessary for open communication. Mr. Ahmad thanked Ms. Penta and Ms. Goldstein, who attended all of the meetings, some of which were after hours.**

- Mr. Ahmad reported he has met with RIAC Board Members and other community leaders including Mayor Elorza and Mayor Avedisian, labor leadership, tourism community stakeholders, business**

community leaderships, including Ms. Lori White with the Chamber of Commerce and Secretary Stefan Pryor of Commerce RI.

- Mr. Ahmad reported the RIAC Service Awards was held on November 17th and it is clear we have longevity in our ranks that helps with institutional knowledge and establishes a well-seasoned team.**
- Mr. Ahmad reported a Tourism Breakfast was held on November 17th for a meet and greet and discussions on specific needs so we can better serve them.**
- Mr. Ahmad reported the RIAC Union Holiday Party was held on December 2nd and it was a great opportunity to meet the families of the RIAC team members.**
- Mr. Ahmad stated Ms. Seabury and Ms. Luciano took the lead on holiday decorations both inside and outside the terminal together with the Maintenance and Airfield departments and created a welcoming environment for passenger and visitors. Mr. Ahmad noted positive comments have been received on the decorations.**
- Mr. Ahmad reported RIAC is sponsoring the Southwest Holiday Party on December 9th in Dallas, Texas and Mr. Pimental will be representing PVD at the party. Mr. Ahmad stated Southwest holds**

45% share of the business at T. F. Green Airport and we want them to know that our community appreciates their business here.

- **Mr. Ahmad reported there was a minor mishap last Friday involving a tug that hit an aircraft. Mr. Ahmad stated there were no injuries and the aircraft was able to leave.**

- **Mr. Ahmad reported October passenger numbers are up 3.34% and year to date numbers are up by 2.56%**

- **Mr. Ahmad reported RIAC staff has started to discuss and gather data on existing conditions to discuss goals for the next year with the Board.**

- **Mr. Ahmad stated it is a pleasure to work with this team and he thanked the Board for the opportunity to serve them and this great community. Mr. Ahmad stated the RIAC team looks forward to achieving great results and meeting the Board's expectations.**

- **Mr. Ahmad reported that in the coming months updates will be made to the goals of the corporation including a strategy update and benchmarking. Mr. Savage stated it would be helpful if a brief update on each item could be provided to the Board beginning next month. Mr. Hahn asked if all projects are currently on schedule and on budget.**

Mr. Ahmad stated that they are currently all on schedule and on budget. Mr. Ahmad stated two presentations are

being planned for the Board with the first presentation focusing on operations and the second presentation focusing on revenue and expenses.

4. Action Items:

(a) Consideration of and Action Upon Approval to Enter Into a Purchase Order for Utility Work Associated with the Construction of the 5-23 Runway Extension at T. F. Green Airport.

Mr. Little recused himself and stepped away from the table.

Mr. Frazier gave an overview of this item and noted this is the third and final phase of obstruction removal for utility poles. Mr. Frazier noted this is for the aerial obstructions associated with the 5-23 Runway Extension Program and it a statutory requirement. There will be additional obstruction expenditures for this project. The recommendation is that the Board authorizes the President and CEO, or his designee, to execute a Purchase Order with National Grid in the amount of \$158,959, which is included in the Fiscal Year 2017 Capital Improvement Plan budget, for the removal of obstructions associated with the Construction of the 5-23 Runway Extension at T. F. Green Airport.

A motion was made by Mr. Traficante and seconded by Mr. Hahn to approve the following resolution:

WHEREAS, as part of the 5-23 Runway Extension Program, the removal of utility pole aerial obstructions was divided into three phases; and

WHEREAS, the first two phases were completed as part of the Main Avenue Relocation project element; and

WHEREAS, this third and final phase is being completed as part of the Obstruction Removal project element; and

WHEREAS, National Grid requires a Purchase Order in the amount of \$158,959 for the removal (and relocation) of 40 poles and associated equipment that are aerial obstructions; and

WHEREAS, RIAC plans to pay for this Purchase Order from Bonds proceeds; and

WHEREAS, the cost for this Purchase Order is included in the Fiscal year 2017 Capital Improvement Plan budget.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

That the Board authorizes the President and CEO, or his designee, to execute a Purchase Order with National Grid in the amount of \$158,959, which is included in the Fiscal Year 2017 Capital

Improvement Plan budget, for the removal of obstructions associated with the Construction of the 5-23 Runway Extension at T. F. Green Airport.

The motion was passed by four affirmative votes with one Board Member recusing himself from voting. The vote was as follows:

YEAS: Jon Savage

Russell Hahn

Michael Traficante

Heather Tow-Yick

NAYS: None

RECUSAL: Christopher Little

(b) Consideration of and Action Upon Meeting Schedules for 2017.

Mr. Ahmad reviewed the proposed schedule and asked the Board if they would like to continue to schedule the meetings on the third Wednesday of the month or if they would like to adjust the schedule to the fourth Wednesday of the month to allow for more current data to be presented to the Board. Mr. Savage stated he would like to move the meeting to the fourth Wednesday of the month so the Board is presented with current data. There was additional discussion regarding the start time of the meeting.

A motion was made by Ms. Tow-Yick and seconded by Mr. Little to approve the Meeting Schedule as presented but moved to the fourth Wednesday of the month beginning thirty minutes later at 4:30 p.m.

The motion was passed unanimously.

5. Executive Session:

At approximately 4:15 p.m. a motion was made by Ms. Tow-Yick and seconded by Mr. Little to go into Executive Session for the purpose of discussing the following items:

The Board will seek to go into Executive Session for the following stated purposes:

(a) Motion to Approve the Minutes of the Executive Session held on October 19, 2016 § 42-46-5(a), (2) and (7); and

(b) Investment of Public Funds Where Premature Disclosure Would be Detrimental to the Public Interest (Air Service Development) – R.I.G.L. § 42-46-5(a)(7); and

(c) Discussions Related to One Potential Non-Public Litigation Matter (Construction Dispute) and One Public Litigation Matter (Airport Valet vs. RIAC) – R.I.G.L § 42-46-5(a)(2); and

(d) Motion to Return to Open Session.

By the following roll call vote the motion was passed unanimously.

YEAS: Jon Savage

Russell Hahn

Heather Tow-Yick

Christopher Little

Heather Tow-Yick

NAYS: None

ABSTAIN: None

At approximately 5:35 p.m., a motion was made by Ms. Tow-Yick and seconded by Mr. Hahn to return to Open Session.

The motion passed unanimously.

6. Post Executive Session Actions and Announcements:

(a) Motion to Seal the Minutes of the Executive Session Held on December 6, 2016.

A motion was made by Ms. Tow-Yick and seconded by Mr. Little to seal the minutes of the Executive Session in accordance with R.I.G.L.

§ 42-46-4.

By the following roll call vote the motion was passed unanimously.

YEAS: Jon Savage

Russell Hahn

Heather Tow-Yick

Christopher Little

Heather Tow-Yick

NAYS: None

ABSTAIN: None

(b) Report on Actions Taken in Executive Session.

During the Executive Session a motion was made by Mr. Traficante and seconded by Mr. Little to approve the sealed minutes of the Executive Session held on October 19, 2016 as amended.

The motion was passed unanimously.

7. Future Meetings:

The next Board Meeting will be held on Wednesday, January 25, 2016 at 4:30 p.m., in the Mary Brennan Board Room, T. F. Green Airport, Warwick, Rhode Island.

8. Adjournment:

Mr. Traficante moved to adjourn at approximately 5:36 p.m. Mr. Hahn seconded the motion.

The motion was passed unanimously.

Respectfully submitted,

**Jon Savage, Chair
Rhode Island Airport Corporation**

**PUBLIC ATTENDANCE SHEET
RHODE ISLAND AIRPORT CORPORATION
MEETING OF THE BOARD OF DIRECTORS
TUESDAY, DECEMBER 6, 2016**

NAME AFFILIATION

Peter Frazier RIAC

Patricia Goldstein RIAC

Brian Schattle RIAC

Alan Andrade RIAC

Liberty Luciano RIAC

Nicole Williams RIAC

Paul McDonough RIAC

Randy Costa RIAC

Timothy Pimental RIAC

Bruce Wilde RIAC

David Cloutier RIAC

Jeff Wiggin RIAC

Robert Goff New England Parking

The minutes of the Executive Session of the Board Meeting December 6, 2016 have been sealed in accordance with R.I.G.L. § 42-46-4.